



ISPE UK Affiliate Annual Event 2026



ISPE®

United Kingdom
Affiliate

Thursday 12th November 2026



**EXHIBITOR &
SPONSORSHIP
MANUAL**

Hilton Newcastle Gateshead, Bottle Bank,
Gateshead, NE8 2AR

ISPE UK Affiliate Annual Event 2026



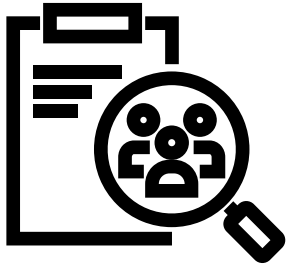
TABLE OF CONTENTS

- 3 MEET THE TEAM
- 4 ABOUT THE CONFERENCE
- 5 REGISTRATION, PROGRAMME & GETTING HERE
- 6 DEADLINE INFORMATION
- 7 IMPORTANT INFORMATION
- 8 EQUIPMENT DELIVERY & COLLECTION
- 8 OFFLOADING & PARKING PROCEDURES
- 9 ELECTRICAL EQUIPMENT
- 10 EXHIBITION FLOORPLAN
- 11 TRAVEL, TRANSPORT, ACCOMMODATION
- 12 TERMS & CONDITIONS

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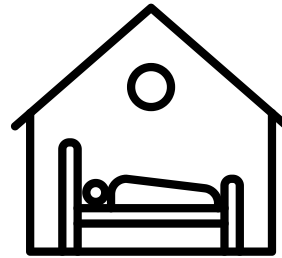


MEET THE TEAM!



Georgee Hancock
Events Manager

Managing:
Awards Dinner Tickets
Conference Tickets
Exhibition
Sponsorship



Daisy Colagiovanni
Senior Events Manager

Managing:
Accommodation
AV
Venue



Hannah Arlick
Events Coordinator

Managing:
Charity
Entertainment
Speakers



Robyn Bull
Senior Events Manager

Event Staff

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ABOUT

ISPE'S ANNUAL CONFERENCE AND AWARDS DINNER

The Annual Conference is open to anyone specialising in pharmaceutical engineering or working in the pharmaceutical industry.

This year's event is being held at the **Hilton Newcastle Gateshead** on **Thursday 12th November 2026**. The event will follow the established format of a full day of lectures, running alongside a bustling exhibition during the day; followed by the ISPE Annual Awards Dinner in the evening.

ISPE.ORG

This year's conference "**The Bridge to Innovation**" will spotlight cutting-edge developments across the life sciences sector and will be followed by the ISPE Annual Awards Dinner.

The UK continues to compete and lead in today's global pharmaceutical market, despite increasing pressures and competition. As we move into 2026, success in the pharmaceutical sector will require manufacturers and suppliers to be bold and forward-thinking. Embracing innovation can unlock greater efficiency, accelerate development timelines, enhance product quality and reliability and strengthen resilience in an increasingly complex market. By adopting new technologies and approaches, organisations can better navigate the challenges ahead and seize emerging opportunities.



Website: www.cfsevents.co.uk

Wel: +44 (0) 1438 751 519

Address: CFS Events Ltd, Mindenhall Court, 17 High Street, Stevenage,
Hertfordshire, SG1 3UN

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Thank you for sponsoring or exhibiting at the ISPE event, we're very excited to see you there!

Final delegate lists will be sent to you prior to the meeting alongside all final information.

Registration

Exhibitor registration will take place from 07:15 on Thursday 12th November and delegate registration will open from 08:00. The events team will be on site from 19:00 Wednesday 11th November and from 07:15 on Thursday 12th November.

Programme

Please [follow this link](#) to view the programme updates.

Representative Details

You will be emailed a link to fill out all the exhibition representative details if you have not entered them on registration. This will be to provide the name, email address and any dietary requirements. The deadline for this information is **Thursday 8th October 2026**.

Please note - Platinum Sponsors of the event are permitted to bring matrix stands to the exhibition. All other exhibitors must ensure that their stand remains within the 2m (W) x 1.5m (D) space. Only table top stands and pull up banners permitted.

Exhibition Stand Tickets

Please check how many tickets are included from your confirmation email, if you have chosen the standard package this includes 1 representative for the exhibition only, the second package includes 2 representatives with no conference access and the third includes 2 representatives with access for one of the reps to attend the conference.

The exhibition stand **does not** include any awards dinner or accommodation. Please contact georgee@cfsevents.co.uk if you would like to add any tickets on.

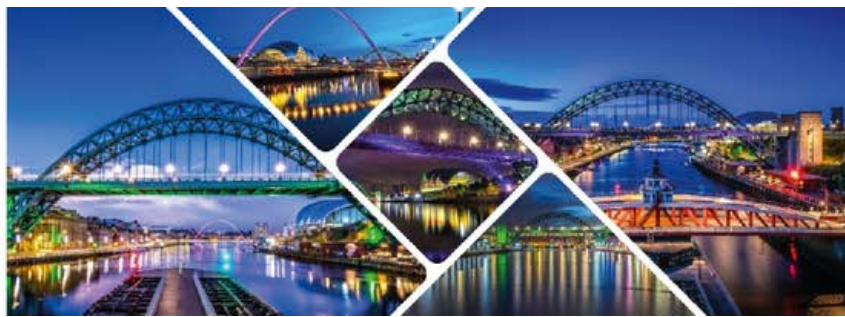
Getting There

Please [follow this link](#) for any information on getting to Hilton Newcastle Gateshead.

Contact

Please don't hesitate to contact Georgee Hancock at georgee@cfsevents.co.uk or by calling +44 (0) 1438 751 519.

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DEADLINE INFORMATION

Brochure Artwork - Thursday 17th September 2026

Drinks, Platinum, Gold Sponsorship Packages

Dimensions for a double page spread is 200mm W x 210mm H

Please make sure the artwork has a 3mm bleed.

Pre-Conference Dinner, Photo Booth, Eduhub & Silver Sponsorship Package

Dimensions for a single page spread are 100mm W x 210mm H

Please make sure the artwork has a 3mm bleed.

Bronze Sponsorship Package

Please send the most up to date logo if you have not already done so and contact details you would like to include in the brochure.

All names, dietaries and email for attendees - Thursday 8th October 2026

Delegate pack insert - Thursday 29th October 2026

If you have purchased a delegate pack insert, please send your items to the CFS Events office using the address below.

Please **do not** send items to the CFS office if you have not purchased a delegate pack insert as they will not be included. Please send parcels to arrive between Monday - Friday 09:00 - 16:00.

[Your company name] - ISPE 2026

CFS Events Ltd, Mindenhall Court, 17 High Street, Stevenage, Herts, SG1 3UN

PowerPoint Slides - Thursday 8th October 2026

Drinks, Photography, Platinum Sponsorship Packages: 3 slides

Gold Sponsorship Package: 2 slides

Silver Sponsorship Package: 1 slide

Bronze Sponsorship Package: Logo inclusion only

Please send the powerpoint slides in the standard size 16:9 to include in the ISPE sponsor's video loop, during the Awards Dinner (PowerPoint slides including information of your choice). Please note they are on a 10s loop per slide, so will need to be played automatically and will not have sound.



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IMPORTANT INFORMATION

Stand space

On arrival you will be shown to your allocated exhibition space. Please do not set up outside your designated space as this may contravene fire safety regulations and you will be asked to move your exhibition. Your exhibition stand space is 2m (W) x 1.5m (D) including your table and you must remain within this space.

Exhibition set up time

Early access to set up in the exhibition room is between **18:30 - 21:00** on Wednesday 11th November. Alternatively, access is available between **07:00 - 08:00** on Thursday 12th November before the delegates arrive.

Apologies, the venue has another event on Wednesday 11th November so do not turn up prior to this time as access will not be permitted.

Breakdown time

All equipment must be removed from the exhibition room by **15:30** on **Thursday 12th November**. Boxed items (properly packaged and labelled) can be stored overnight at the venue but will need to be collected the day after due to another event taking place.

Storage

Goods should be stored on your stand and any empty cardboard boxes should be taken away with you and stored under your table top stand. It is the exhibitor's responsibility to ensure their stand area is kept clean, safe and tidy at all times.

Stand accessories and services

The below services are included in the exhibition fee:

6ft trestle table (W;183cm H; 72cm D; 76cm) including a table cloth, can withhold up to 130KG (evenly spread)

2 chairs included as a standard

Wi-fi

Power socket

ISPE UK Affiliate Annual Event 2026



EQUIPMENT DELIVERY AND COLLECTION

All large deliveries must arrive on or after **Tuesday 10th November, not before** and be collected by **Friday 13th November** due to another event taking place that day.

Please send deliveries to the address below.

Please DO NOT send any exhibition/medical equipment to the CFS Events Ltd office.

12th November ISPE Annual Conference - Gateshead Suite

“Company Name”

Hilton Newcastle Gateshead

Bottle Bank,

Gateshead,

NE8 2AR

The loading bay doors measure 2.2m x 3m, please see a picture of the [venue map here](#).

OFFLOADING & PARKING PROCEDURES

Drop off vehicle access is directly outside the front of the [Hilton Newcastle Gateshead](#), vehicles can pull up directly outside the venue’s gateshead foyer in the turning circle where the exhibition is taking place. There is also access to the loading bay on the left hand side going straight into the [pipewellgate section](#) of the gateshead suite.

All vehicles must be removed immediately after loading / unloading. We would also ask all vehicles to be clear before delegates start arriving at approx 7:50.

Parking is a first come first serve basis at the hotel car park and charged at the rates below:

3-6 hours - £8

6- 9 hours - £9

Overnight - £15

The car park entrance is 1.9m in height.

There is also chargeable parking nearby at [the sage car park](#).

This is where all exhibitors and delegates can park if they do not need to unload heavy equipment.

If you need any assistance please call Georgee Holmes on +44 (0) 7590 819 316



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ELECTRICAL EQUIPMENT

Any equipment brought onsite must be PAT tested and an up-to-date certificate must be provided

All equipment will be checked by a safety officer prior to the exhibition opening

All cables must be secured safely to avoid trip hazard

This is a table top exhibition only and you should not exceed your stand space unless you are a platinum sponsor and have a matrix stand.

EXHIBITION HALL

The exhibition will take place in the Gateshead Suite and Gateshead Suite Foyer. The room will be referred to as the Exhibition Hall on signage and in publications. Each exhibition stand will have access to a power supply. Please bring your own extension lead/s. Daisy chaining of extension leads is not permitted.

Only free-standing, pop-up stands will be permitted.

Exhibitors will not be able to build walls in the exhibition area.

Venue WIFI: Hilton login page - enter your room number or the code: ISPE2026

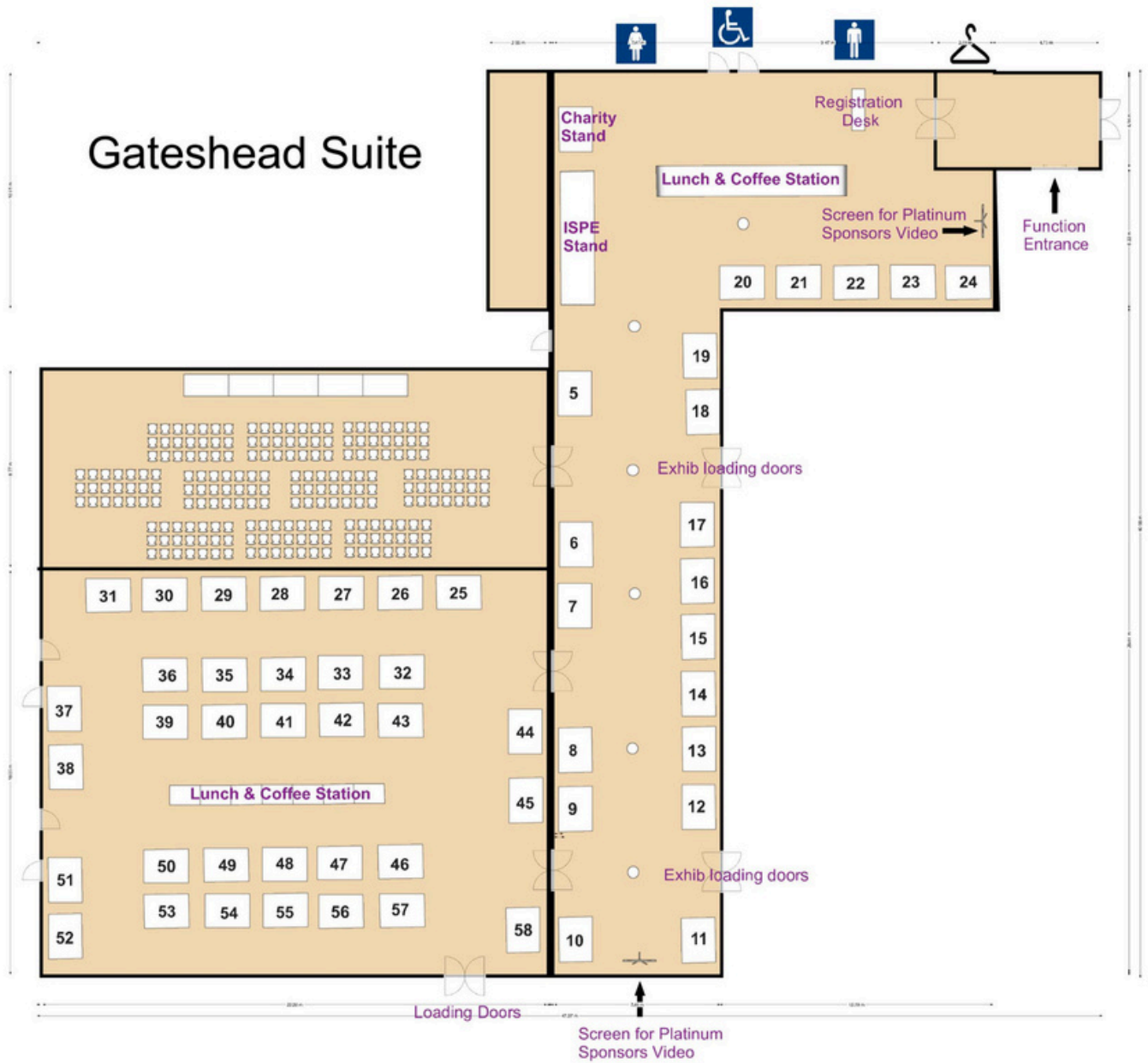
Catering will be served within the Exhibition Hall (Legends room) and exhibitors will be served lunch 30 minutes before delegates.

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EXHIBITION HALL FLOOR PLAN

View the live [floorplan here](#)



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HILTON NEWCASTLE GATESHEAD TRAVEL AND TRANSPORT



Gateshead Suite and
Foyer
(Exhibition, Catering)



Hillgate within the
Gateshead Suite
**(Main Conference
Room)**

ACCOMMODATION

Please note, accommodation is not included in the exhibition or sponsorship package and needs to be booked separately. Please [follow this link](#) to view information on accommodation.

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CFS EVENTS - TERMS AND CONDITIONS

Please see the terms and conditions by [following this link](#) and all [cancellation policies here](#).

Exhibition and Sponsorship Payments

Cancellations are non-refundable. All cancellations must be made to refunds@cfsevents.co.uk. All invoices must be paid within 28 days of the invoice being issued, or prior to the meeting, whichever comes first.

CFS Events Ltd requires all Exhibitors / Sponsors to pay in full, prior to the meeting.

If there is any more information you need, please don't hesitate to contact Georgette Hancock at CFS Events either by email georgette@cfsevents.co.uk or by calling on +44 (0)1438 751 519.

Any more information can be found on the [website here!](#)

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Look Forward
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Thursday 12th
November 2026



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